2022-2023 New and Renewal Scholarship Applications
Frequently Asked Questions

Community Foundation staff understands that applicants may have questions as they begin the application process. We ask all applicants to carefully read this document before beginning an application or reaching out to staff who are working diligently to efficiently process student applications. Frequently asked questions and answers are provided below for the following categories:

- 2022-2023 Key Dates and Application Status Updates
- Eligibility and Who Should Apply
- How to Apply and Use Our Online Application System
- Application Documents
- Scholarship Payment Information
- Renewable Scholarships and Updating Your Contact Information
- Still Have Questions?

10 Tips for Success

1. Pay close attention to key dates, and complete your application well before the deadline.
2. Read the instructions for the application process and requirements carefully.
3. Read the purpose of each scholarship and keep it in mind when completing the application.
4. Double-check all of your answers. A common mistake is misspelled email addresses. We notify award recipients via email, so it is crucial to provide an accurate email address.
5. Add scholarships@cfgreateratlanta.org to your email client’s “safe senders” list. We send all notifications by email, and if our email goes to your spam folder, you may miss a critical email.
6. Check your email at least weekly.
7. Spend time writing complete and thoughtful responses to the essay questions.
8. Write your essay answers in a separate place, like in Word or Google Docs, then paste your answers in the application. This ensures that you don’t lose your answers if there’s a technical issue.
9. Make sure you have all required documents as soon as possible. This includes your transcript, your FAFSA Student Aid Report (SAR), and two recommendation letters.
10. Respond to follow-up communications and requests for additional information. Failure to respond or complete an acceptance form may result in a missed opportunity.
2022-2023 Key Dates and Application Status Updates

When do applications open and close?
If you have applied for scholarships through the Community Foundation before, please note that we have several different application deadlines this year. Those dates can be found in the table below. We will update our webpage as well as the Instructions page of the portal as additional dates are announced.

Applications will be available at 8:00 AM on the "Open Date" listed and will close at 11:59 PM on the "Close Date." After 11:59 PM on the close date listed below, we will be unable to accept any additional submissions or materials for your application.

<table>
<thead>
<tr>
<th>Scholarship Application</th>
<th>New or Renewal</th>
<th>Open Date</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Kennedy for Children of Cox</td>
<td>New applicants only</td>
<td>October 18, 2021</td>
<td>January 21, 2022</td>
</tr>
<tr>
<td>Pattillo Company</td>
<td>New applicants only</td>
<td>November 19, 2021</td>
<td>January 21, 2022</td>
</tr>
<tr>
<td>Spring 2022 Renewal</td>
<td>Renewing scholars</td>
<td>December 6, 2021</td>
<td>February 25, 2022</td>
</tr>
<tr>
<td>Boys High School</td>
<td>New applicants only</td>
<td>December 6, 2021</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>Albert T. and Treva M. Brown</td>
<td>New applicants only</td>
<td>December 6, 2021</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>Dreams²</td>
<td>New applicants only</td>
<td>December 6, 2021</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>Nancy Penn Lyons</td>
<td>New applicants only</td>
<td>December 6, 2021</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>2022-2023 Community Foundation*</td>
<td>New applicants only</td>
<td>December 6, 2021</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>2022-2023 Renewal</td>
<td>Renewing scholars</td>
<td>TBD - late spring 2022</td>
<td>TBD - fall 2022</td>
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</tbody>
</table>

*This year, we will be utilizing a “common application” for several of our scholarships. Applicants will complete a single application to be considered for multiple opportunities.

What scholarships are included in the 2022-2023 Community Foundation general application?
The 2022-2023 Community Foundation for Greater Atlanta general application will assess applicants’ eligibility for the following scholarships: Tech High School Alumni Assoc./W.O. Cheney Merit Scholarship, George and Pearl Strickland Scholarship, James M. & Virginia M. Smyth Scholarship, Steve Dearduff Scholarship, and the Women’s Chamber Of Commerce Scholarship. If you meet the eligibility requirements for any of these scholarships, we encourage you to complete the 2022-2023 Community Foundation general application.

Can I get an extension if I need one?
The Community Foundation cannot provide an extension to any applicant for any reason. Applications submitted after the deadline will not be reviewed. If you have a disability and are experiencing accessibility challenges in completing our application(s), please notify staff as soon as possible so that we can discuss accommodations or other arrangements.
Can I apply for more than one scholarship?
Yes! Please apply to as many scholarships as you are eligible for. Learn more about each scholarship and its eligibility criteria.

What is the most important aspect of my application?
Each scholarship committee carefully reviews and considers every section of your application, so be sure to fill out every section completely and upload all documents.

How do I write a good answer to the essay questions?
We cannot give specific advice regarding how to answer the questions, but generally, a good essay is one that answers the question completely and is on-topic, is free of spelling errors, and uses proper grammar. We recommend having someone with strong writing skills review your essays before you submit your application.

What is the status of my application?
Foundation staff aim to provide continuous updates throughout the scholarship process to applicants. Below is a table showing key dates for applicants. Applicants may log into the online scholarship application portal at any time to verify the status of their application. Foundation staff will send all award and declination notifications by June 30, 2022. Please wait to reach out with questions on the status of your submitted application until after June 30, 2022.

When will I find out if I received a scholarship?
Final status notifications will be sent out via email no later than June 30, 2022. Due to the high volume of applications received and each scholarship’s unique committee review process, not all students are notified of their award status on the same date. If you applied for multiple scholarships, you may receive notifications about the status of each scholarship several days or even weeks apart. Additionally, applicants of a scholarship may receive award or declination notifications at different times. Please wait to reach out with questions on the status of your application until after June 30, 2022.

Eligibility And Who Should Apply

How can I determine which scholarships I am eligible to apply to?
Each scholarship fund has specific eligibility criteria that were defined by the donor when the fund was established. Some scholarships are geared towards supporting students from a specific town or place while others aim to support students with exceptional academic merits. Please also check our website for the specific eligibility requirements for each scholarship in the Scholarship Opportunities and Eligibility section.

Can staff tell me which scholarships I am eligible for?
No. The best way to determine if you meet the criteria for any of the Community Foundation’s scholarships is to thoroughly read the eligibility requirements provided on our website. You know best your academic history, your plans for the future, and (most importantly) why you deserve a scholarship. While we aim to answer all questions as quickly as possible, the selection criteria are online so that applicants can read fully how applications will be assessed by our committees. No exceptions can be made to the scholarship’s eligibility rules.
Should I complete the 2022-2023 Community Foundation general application?
The 2022-2023 Community Foundation for Greater Atlanta General Application will assess applicants’ eligibility for multiple scholarship opportunities. You can find the eligibility requirements for each on our website. If you meet the requirements for any of these scholarships, we encourage you to complete the general application.

Should I apply if I just meet the minimum requirements? Is it worth my time?
Yes! You are welcome to apply for any of the available scholarships where you meet all of the eligibility requirements. While each donor has specific criteria, they are looking for students with diverse talents, leadership experience, and interests within their specified eligibility range. It is up to you to decide if the application is worth your time, but we always encourage eligible students to apply.

Should I apply if I don’t meet the eligibility requirements of a scholarship?
No. Scholarship criteria were established for each of the scholarships by a donor with an interest in supporting a specific category of student. Unfortunately, if you do not meet the eligibility criteria, your scholarship application will not be reviewed as these criteria cannot legally be waived. However, we encourage you to keep these opportunities in mind should your standing change. For other scholarship opportunities you may visit CollegeBoard, Fastweb, Scholarships.com, or use the US Dept. of Labor’s scholarship search tool. Your high school or college/university may also have information on scholarships.

What is the scholarship committee looking for?
Each scholarship committee is looking for different students with various qualities. Please review the eligibility criteria on our website to find out what each scholarship requires to determine if you may be a fit. Each committee prioritizes differently students’ academic record, work experience, community involvement and financial need. It is important to have well-written essays, so we encourage you to not wait until the last minute. We also recommend having a family member, a mentor, or a trusted friend proofread your essays for typos.

How is financial need determined?
All scholarships require the completion and submission of a current year FAFSA Student Aid Report (SAR). For the 2022-2023 academic year, you must provide a 2022-2023 Student Aid Report (SAR). Taken into consideration are the number of individuals in the household, the number of other family members in college in a household, family income and financial resources, the cost of attendance at the applicant’s college of choice, and your expected family contribution (EFC) as determined by this FAFSA report. An EFC of $8,000 or less is considered financial need.

You must file the FAFSA online at www.fafsa.ed.gov for all scholarship opportunities. For instructions on how to complete the FAFSA, visit the FAFSA website. Unfortunately, the Community Foundation cannot provide advice or technical assistance on how to complete the FAFSA. If you have problems with completing your FAFSA, please go to the FAFSA website and contact their expert staff who can help you address your challenges. Staff at your high school or college/university should also be able to provide additional assistance if you are having difficulties.

How is the Expected Family Contribution (EFC) determined?
The FAFSA Central Processing System uses a complex formula to calculate Expected Family Contribution (EFC). The Community Foundation has no role in this determination.
What if my FAFSA report does not reflect my actual financial need?
If you feel there are additional financial circumstances a review committee should be aware of, you may want to describe your situation in your essays. Please know that the review committee will rely primarily on your FAFSA report to determine need.

How to Apply and Use Our Online Application System

How do I find the scholarship applications?
Most of our applications, with the exception of Boys High and Albert T. and Treva M. Brown, are located and should be completed in our online application portal. Sign up or sign in to the portal, navigate to “New and Open Applications,” and then select “New Application” in the upper right-hand corner to find a list of open opportunities. Please visit the follow links for access to the Boys High and the Albert T. and Treva M. Brown scholarship applications.

Can I submit a paper application if I do not have access to a computer?
Please follow the scholarship’s directions for submission of your application. The vast majority of our scholarships require applications to be submitted online. We cannot accept paper applications in place of a required online application. No exceptions can be made. If you do not have a computer or internet access, we recommend going to your school, a local library or a community center to use a public computer. Once an account is created, you can save your application and work on it over time as needed.

What do I do if my answers are not saving?
Applicants must complete the entire page and click “Save and Continue” for answers to be saved in the scholarship portal. If you want to skip ahead to another section of the application, you can do so by inserting a placeholder response or a random string of text in the field (example: 123) so that you can go back later to revisit any questions.

How do I update my profile information?
To edit the details you’ve previously entered in the profile section, click on your email address located in the top right hand corner of the screen and select “View/Edit Profile”. Next click on the green button that says “Edit Profile”.

How do I reset my password?
Click “Forgot your password” on the Scholarship Application Portal login page. An email will be sent to your inbox with instructions on how to reset your password. Please allow 15 minutes for the email to send. If the email does not arrive in 15 minutes, please check your spam box. If you are still unable to retrieve the email, please email scholarships@cfgreateratlanta.org and a staff member will assist you with resetting your password in the application portal.

If I have submitted my application, can I go back and make an edit to the application or materials uploaded?
No. We will review all submitted applications as-is and cannot allow for edits to be made to an already submitted application. For these reasons, please make sure you carefully review all content and materials you provide before submitting. We cannot accept any applications or application materials after the application deadline.
Can I submit multiple applications for the same scholarship?
No. The scholarship portal will not allow you to submit more than one application for the same scholarship. If you submit multiple applications by creating multiple accounts, each of your submissions will be disqualified.

Do you review applications that are complete but not submitted?
No. We can only review applications that have been submitted in our system. Saved applications that are still in “draft” status at the time the application closes are not included in our review pool. Please make sure you submit your application once it’s complete.

Application Documents

What documents will I be required to provide in the application process?
You should be prepared to upload your FAFSA Student Aid Report, your most current transcript, and two recommendation letters.

What document format should I use?
All documents should be uploaded as PDFs. If you cannot save the required document as a PDF, you may upload one of the following types of image files instead: .JPG, .JPEG, .PNG. Documents that are not PDFs or acceptable image files will not be accepted. Applications with illegible documents submitted for required documentation will be considered incomplete. Therefore, we encourage students to test their document uploads to ensure that they can be opened with a PDF reader or web browser and to ensure that the information is readable. We will not accept paper documents mailed to our office.

iPhone Users: Images taken on an iPhone (pictures and screenshots) are captured in a file format known as HEIC. Images in this format are not able to be opened or viewed and will not be accepted. If you have an iPhone and need to send documents as photos, please follow these instructions for capturing pictures and screenshots as JPG images:

1. Launch Settings on your iOS device.
2. Now, tap Camera.
3. Next, tap Formats.
4. Next, select Most Compatible or JPEG (the language will depend on your version of iOS).
5. Take the pictures or screenshots of the documents required for your application.

If you took pictures before changing the settings, you will need to retake the photos or screenshots. We are not aware of a method for converting previously captured pictures from HEIC to JPEG.

Will you accept a Word document that contains a picture of my SAR, transcript, or reference letter?
No. We are unable to accept Word documents (files ending with .doc or .docx) for any of the required materials, with the exception of recommendation letters.

Can I upload a note with a link to a document or photo in Google Drive?
No. We will not accept any documents or images that are not uploaded directly to the application.
I’m missing one of the required documents. Should I upload a note explaining why?
Each of the required documents must be uploaded to your application for it to be considered complete. If you have questions or concerns about this requirement, please contact our scholarship staff at scholarships@cfgreateratlanta.org.

How should I submit my online recommendations?
Applicants are given the option to upload recommendation letters directly to their application in the portal. We are aware that some teachers and counselors are prohibited from releasing recommendation letters and transcripts to students. For this reason, applicants also have the option to request references from within the portal. You can enter up to 3 email addresses for the system to contact to request a recommendation on your behalf. If your high school will not provide you with a copy of your transcript, we suggest also using this feature to request your transcript from your counselor. Because we have implemented this feature, we will not be able to accept any transcripts or recommendation letters that are sent to us via email.

All reference letters are due at the time the respective application closes. Applications without all required reference letter(s) will be considered incomplete and will not be reviewed.

Do you require official transcripts?
We do not require official transcripts and can accept either official transcripts or unofficial transcripts for all of our scholarships. The transcripts should show your name, student identification number and school name. The transcript must be uploaded into the scholarship application portal. If you are having trouble accessing this information, please contact the registrar’s office at your school to help you navigate your particular school’s process for obtaining an unofficial or official copy of your transcript. Mailed or emailed transcripts will not be accepted. You should acquire an official or unofficial transcript, scan it, and upload the resulting document into the scholarship portal. We use the transcript to confirm student’s academic standing, courses taken and performance history.

How do I complete and file the FAFSA?
You must file the FAFSA online via the Federal Student Aid website. You will need to provide federal income tax information to complete the FAFSA. On the 2022–23 FAFSA form, you will report your 2020 income. If you are a legal dependent of your parent(s) or guardian, as defined by the Internal Revenue Service (IRS), you will also be required to provide tax information from your parent(s) or guardian on the FAFSA. The FAFSA provides an IRS Data Retrieval Tool that allows applicants to transfer data from their tax return to the FAFSA. The FAFSA website will guide you through the application process and has a number of resources available to support applicants. The Community Foundation cannot provide advice or technical assistance on problems with your FAFSA, but we strongly recommend visiting the FAFSA website for resources and/or contacting the FAFSA help center directly for assistance.

Can I submit my FAFSA Student Aid Report (SAR) later if my tax forms are not ready by the deadline?
No. Scholarship applications submitted without the FAFSA SAR report will not be considered complete and will not be reviewed. Many of our scholarships require the student to demonstrate financial need. We use the SAR to determine financial need. Estimated Family Contribution (EFC) of less than $8,000 is considered financial need. For details regarding what is considered sufficient tax information for completion of the FAFSA, please visit the FAFSA website.
Can I submit a FAFSA Student Aid Report (SAR) from last year?
No. You must submit a 2022-2023 FAFSA Student Aid Report for all scholarship applications for the 2022-2023 academic year. Please submit the most current FAFSA SAR report in PDF format with your application materials.

What information must be visible on my FAFSA SAR?
Your FAFSA SAR must include the current FAFSA year (2022-2023), your name, the last four digits of your social security number, estimated family contribution (EFC). We recommend obtaining a PDF of your Student Aid Report and uploading the entire document to ensure all required information is provided.

How do I obtain a PDF of my FAFSA Student Aid Report (SAR)?
If you need help finding your FAFSA SAR or downloading it in PDF format, you can follow these instructions. However, if you continue to have difficulties, please contact the FAFSA help center directly. Community Foundation staff cannot provide technical assistance with problems with the FAFSA website.

How do I report my SAT scores?
The SAT score reports provide scores in multiple different formats. Please provide your two “section scores,” i.e., your (1) Evidence-Based Reading and Writing Score and your (2) Math Score. Here is an official SAT score report and a screenshot of the application section, as an example to guide you:
What if I took the SAT before the two-section scoring model?

Prior to March 2016, the SAT was scored in three sections: Critical Reading, Writing, and Math, each scored between 200-800, for a maximum total of 2400. **If you took the SAT in 2016 or earlier**, when you filling out your application, please “check” the box that reads “Pre-2016 SAT.” Then, add your Reading and Writing scores together and enter that number in the field for Evidence-Based Reading and Writing. Please provide your Math Score as-is.

If you took the SAT before March 2016, your score report likely looks similar to this one. Follow the instructions below for entering your scores on your application.

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An applicant with the scores shown above would enter the following in the application:

**Standardized Testing section**

- **SAT Math Score**: 580
- **Pre-2016 SAT**: **✓**
- **Evidence-Based Reading and Writing**: 1340
Scholarship Payment Information

If awarded, when will I receive the scholarship funds?
If you are selected as a scholarship recipient, you must complete and digitally sign an acceptance form. Once we’ve received the signed form, the Community Foundation will mail scholarship checks directly to each awarded student’s college. From the date you submit the acceptance form, please allow up to ten business days for us to process your check and an additional two to three weeks for your school to receive the check. We ask that you complete this form as quickly as possible so that we can make sure the award is received in a timely manner by your school. Issuance of payments will begin in July 2022.

If awarded a scholarship, do I get the check?
No. For legal reasons, scholarship award checks are sent directly to your college and credited by your school to your student account. No other arrangements can be made due to rules set by the Internal Revenue Service on how scholarship payments can be made to individual students.

How long does it take for colleges to process the award?
Schools take different amounts of time to process scholarship awards. After the initial three to four weeks following submission of your acceptance form, it is best to work directly with your school to determine where they are in their own timeline for applying these funds to your student account. If a check has not been received by the school four weeks after staff notified you that a payment was mailed, please email scholarships@cfgreateratlanta.org for more information.

What should I do if I decide to transfer schools and have been awarded a scholarship?
If you have been awarded a scholarship to attend a school and are now transferring to another school, please notify us as soon as possible. Incorrect enrollment information can delay receiving your scholarship funds by one month or more.

Renewable Scholarships And Updating Your Contact Information

What should I do if I move or my contact information changes?
It is important to keep your profile information up-to-date so that we have your current email address and phone number. If you need to update your address, email address, or phone number, please visit the online application portal. Once you have signed in, click on your email address in the upper right-hand corner, and choose “View or Edit Profile.” From there, you can update your contact details.

What is the difference between a one-time scholarship and a renewable scholarship?
A one-time scholarship is one that is awarded in the fall and disbursed in full for a single academic year. By contrast, a renewable scholarship is awarded as a total package and disbursed across a number of semesters or academic years. Recipients of renewable scholarships will receive a notice by email when it is time to renew their scholarship, which requires completion of a renewal form every semester or year, depending on the scholarship. You must continue to meet the scholarship’s eligibility in order to qualify for continued receipt of the scholarship.

Which of your scholarships are renewable and how often can I renew?
The Jim Kennedy scholarship and the Brumley Grad scholarship are renewable on a semester basis. The following scholarships are renewable annually, provided the scholar meets the renewal criteria: Boys High Scholarship, James E. Cox, Jim Kennedy (fall renewals), Nancy Penn Lyons, Pattillo, James & Virginia Smyth, Tech High School, and Everett Williams).
How do I renew my scholarship?

Students who have been awarded a renewable scholarship will receive an email notification with instructions when the renewal application opens. Some scholarships are paid out once at the beginning of the school year while others are split into two payments. Please refer to your award agreement to be informed of the payment schedule. All renewable scholarships will require an unofficial transcript, a copy of your upcoming semester schedule, and completion of a short online application. Please wait for additional instructions from the Community Foundation staff for more specifics on what is needed and how to submit renewal materials. Please do not attempt to complete or upload any materials to a new scholarship application; this will delay the processing of your award when it is time to renew.

What should I do if I transfer to a different college?

There is a question included on the renewal survey that asks whether you have transferred schools. Please be sure to answer this question accurately and completely. If you have already completed your renewal application when you decide to transfer, please contact the Community Foundation as soon as possible. Incorrect enrollment information can delay receiving your scholarship funds by one month or more.

Still Have Questions?

Where else can I find more information on the scholarships’ application process?

The Community Foundation will be sharing updates on scholarships on Instagram, Twitter, Facebook and our blog between December 2021 and January 2022. We also encourage you to subscribe to our email list so that you receive notifications and updates year-round.

Does it help my chances if I call to introduce myself to the Community Foundation?

Unfortunately, no. Staff are extremely busy during this time processing applications. It is our hope that by reading this document and the instructions in the portal, students will feel comfortable preparing their application. It should also be noted that staff are not always on scholarship committees or have any significant sway over who is selected. Your best chance for receiving a scholarship will come from reviewing this document and the application instructions carefully and then thoughtfully developing your application so that it is submitted on time and is of the highest quality.

Does it help my chances if I call to introduce myself to the Community Foundation?

Unfortunately, staff are unable to provide feedback on applications (including declined or ineligible) due to the high volume of applications received. Please refer to the application instructions for developing a competitive application and also each of the eligibility requirements provided for each scholarship online.

What should I do if I still have questions?

If you have unanswered questions after reviewing this document and the application instructions within the portal, please email scholarships@cfgreateratlanta.org if you have any additional questions. We ask that you email your questions rather than call so that we can provide you with the most comprehensive response as quickly as possible.